

**TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-IPC**



INTERMEDIATE PHOTOJOURNALISM COURSE

Approved by:

Commandant
Defense Information School

Supersedes TPI dated 11 March 2004



INTERMEDIATE PHOTOJOURNALISM COURSE

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-IPC

TITLE: Intermediate Photojournalism Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: USN 8147

PURPOSE: Provide Services with communicators trained to apply intermediate photojournalism and associated techniques and communication theories to support Public Affairs and Visual Information objectives.

COURSE DESCRIPTION: Primary emphasis is placed on training photographers and journalists in established communication theories and practices of intermediate photojournalism. Graduates will be able to effectively combine the understanding of theory with practical application to better communicate the commander's intent. Areas of instruction include communication theory (visual / written), the interrelationships of writing and photography, news and feature writing, layout and design principles, intermediate photographic techniques; including electronic imaging, desktop publishing, digital cameras, image transmission, and archiving.

PREREQUISITES:

1. Journalists:

- a. Military: E-4 – E-7 (USAF); E-3 - E-6 (ARMY); E-4 – E-7 (USMC), E-4 or above (USCG).
- b. USAF: Students must possess a fully qualified 5-level journeyman AFSC.
- c. Civilian: Employees of DoD or other federal agencies, GS-5 and above.
- d. Graduate of the Defense Information School's Basic Journalist Course, DINFOS-BPAS-W (fka AFIS-BJC), PARC (for Guardsmen and Reservists), or a minimum of 15 hours credit for college level coursework in related or comparable areas.
- e. Minimum of one year of service journalism experience. (Six months - ARMY)
- f. Ability to type 20 words per minute.
- g. International students: English Comprehension Level (ECL) of 85, have a solid understanding of English language usage, grammar and syntax, and be able to type 20 words per minutes. Students must be a graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOQC, or a minimum of 15 hours credit for college journalism coursework and a minimum of one-year experience on a newspaper staff.

2. Photographers:

- a. Military: E-3 or above (USA); E-4 (USMC, USAF, USCG) or above
- b. USAF: Students must possess a fully qualified 5-level journeyman AFSC.
- c. Civilian: Employees of DoD or other federal agencies, GS-5 and above.
- d. Service Testing Scores:
USA: GT of 110
WK, AD and NO of 163
USAF: AQE of 43

USMC: CL of 110

e. Graduate of a Service school photography course, or a minimum of 15 hours credit for college level coursework in related or comparable areas.

f. Minimum of one-year experience in a Service photography laboratory.

h. Ability to type 20 words per minute.

3. USN:

a. E-4 – E-6 Mass Communication Specialists (MC). Graduate of DINFOS-BMCSC, DINFOS-BSP, or DINFOS-BPAS-W (fka AFIS-BJC).

b. Minimum one-year field or fleet experience.

International Students:

Due to the extensive amount of writing required for the course, international students must have a solid understanding of English language usage, grammar and syntax. Students must score an 85 on the English Comprehension Level (ECL) Test and be able to type. These requirements cannot be waived.

1. Journalists:

Graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOC, or a minimum of 15 hours credit for college journalism coursework. Student must have a minimum of one-year of experience on a newspaper staff and the ability to type 20 words per minute.

2. Photographers:

Graduate of a Service school photography course, or a minimum of 15 hours credit for college level coursework in related or comparable areas. Student must have a minimum of one year of photography experience in support of a newspaper staff/publication and have the ability to type 20 words per minute.

SECURITY CLEARANCE: N/A

CLASS SIZE:

MAXIMUM	16
MINIMUM	6
ANNUAL COURSE CAP	64

COURSE LENGTH: 40 Training Days

ACADEMIC HOURS: 316 Hrs

ADMINISTRATIVE HOURS: 4 Hrs

TOTAL COURSE HOURS: 320 Hrs

INSTRUCTOR CONTACT HOURS: 912.5 Hrs

TYPE/METHOD OF INSTRUCTION:

1. Lecture (L)	68.5 Hrs
2. Performance Exercise (PE)	67.5 Hrs
3. Examination	180 Hrs
Performance Examination (EP)	175 Hrs
Written Examination (EW)	5 Hrs
4. Administration (AD)	4 Hrs

TRAINING START DATE: October 2006

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, (DINFOS/DOT): (301) 677-3273; DSN 622-3273

FUNCTIONAL AREA 1
JOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-001-001-

UNIT TITLE: Copy Editing/Grammar

TPFN HOURS AND TYPE: 7(L), 4(PE)

TPFN TOTAL HOURS: 11

PREREQUISITE TPFN: None

TASK(S):

001	Apply fundamentals of English grammar, punctuation, and usage.
002	Avoid wordiness.
003	Explain concepts of copy editing and news copy format.
004	Correct mechanical and stylebook errors using copyediting symbols.
005	Copy edit a series of statements and a news story for the proper use of attribution.

SUMMARY OF INSTRUCTION: Students receive instruction on the concepts of copy editing and news copy format. They are presented examples of proper news copy format. Additionally, students will be introduced to the proper use and reference applications of the Associated Press Stylebook. Skills learned from this instruction will serve as a foundation for students throughout the course. Students are instructed on how to write clearly and concisely.

REFERENCES:

AP Style Guide
Elements of Style
English diagnostic test

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
JOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-001-002-

UNIT TITLE: Journalism Concepts and Theories

TPFN HOURS AND TYPE: 4(L), 2(PE)

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: DINFOS-IPC-001-001-

TASK(S):

001	Explain differences between literary and journalistic writing styles.
002	Identify the ABCs of journalism (accuracy, brevity, clarity).
003	Define and evaluate news.
004	Explain local angle and what news quality it represents.

SUMMARY OF INSTRUCTION: Students receive instruction in interpreting and applying basic concepts for defining and evaluating news. Additionally, students learn the basic definitions, elements and types of news. Students evaluate a series of stories in a daily newspaper for news elements and select stories, which illustrate each of the elements of mass and appeal. Students evaluate a list of events for their news value, selecting those having greater news value.

REFERENCES: *Write to be Read*, Benton Rain Patterson, DOT-PAD News writing Handbook

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
JOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-001-003-

UNIT TITLE: News Writing

TPFN HOURS AND TYPE: 2(L), 3.5(PE), .5(EW)

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: DINFOS-IPC-001-001-002

TASK(S):

001	Explain inverted pyramid writing style.
002	Explain the purpose of a summary lead.
003	Name the 5 W's and H used in the summary lead.
004	Identify the lead emphasis/news peg.
005	Examine ways of identifying the "who" in the lead.
006	Identify different types of bridge paragraphs and their functions.
007	Write a summary lead and a bridge paragraph for a news event.
008	Write a story about an event from information given on a data sheet.
009	Measurement and feedback

SUMMARY OF INSTRUCTION: Students receive instruction on the basic techniques used in writing news leads; the major pitfalls in writing news leads; the use of the 5 W's and how element in a news lead and how to identify these elements in summary news leads. Students receive additional instruction on the inverted pyramid style of writing and basic techniques for ensuring paragraph continuity and paragraph organization; evaluating news stories for their use of the impersonal "who" and other "W" & "H" elements; identifying different types of bridge paragraphs and their functions; writing a summary lead and bridge paragraph for a news event. Students will copy edit a series of statements and a news story for proper use of attribution, and write a story about an event from information given on a data sheet which must conform to the AP Stylebook and meet standards for publication in a military newspaper. Students must attain a score of 70 percent on a written exam.

REFERENCES: *Write to be Read*, Benton Rain Patterson, DOT-PAD News writing Handbook, Associated Press Stylebook, and Attribution Worksheet

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
JOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-001-004-

UNIT TITLE: Interviews

TPFN HOURS AND TYPE: 3(L), 4(PE)

TPFN TOTAL HOURS 7

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

001	Explain interview preparation guidelines.
002	Identify key elements of attribution.
003	Identify statements that require attribution.
004	Conduct an interview.
005	Write a news story using information from an interview.

SUMMARY OF INSTRUCTION: This instruction helps students recognize basic news interviewing techniques, learn the guidelines for preparing and planning an interview, how to write interview questions and conduct an interview. Students will apply the techniques to writing a news story from an interview, identify statements that require attribution, and write a news story from an interview.

REFERENCES: *Write to be Read*, Benton Rain Patterson; DOT-PAD News Writing Handbook; Associated Press Stylebook; Attribution Worksheet

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
JOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-001-005-

UNIT TITLE: Features

TPFN HOURS AND TYPE: 3(L), 14(PE), .5(EW)

TPFN TOTAL HOURS: 17.5

PREREQUISITE TPFN: DINFOS-IPC-001-004-

TASK(S):

001	State the characteristics of different types of features.
002	Explain the basic methods and guidelines for writing feature leads.
003	Write one of the nine basic types of feature leads.
004	Write a human-interest feature story.
005	Measurement and feedback.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic methods and techniques for writing feature leads. The students will state the characteristics of different types of features; and write one of the nine basic types of feature leads. Students receive instruction on the basic methods and techniques for writing human-interest feature stories. Students will write one human-interest feature story using research methods. Students will write two human-interest personality feature stories. Students will complete their feature stories as directed by the instructor. Story must be copy-edited and must meet standards for publication in a military newspaper. Students must attain a score of 70 percent on a written exam.

REFERENCES: *Write to be Read*, Benton Rain Patterson, Associated Press Stylebook, DOT-PAD Writing Features Handbook

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
JOURNALISM APPLICATIONS

TPFN: DINFOS-IPC-001-006-

UNIT TITLE: Captions

TPFN HOURS AND TYPE: 1(L), 1(PE), 1(EW)

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001 Use the basic methods and guidelines for writing cutlines/captions.
002 Write a complete caption for provided imagery.
003 Measurement and feedback.

SUMMARY OF INSTRUCTION: Students receive instruction on basic methods and guidelines for writing captions; the format of, and differences between normal, skeleton and nameline/tagline captions. Students will write one of the four parts of normal captions with the aid of a photograph provided, according to the instructions given during class. Students will shoot photographs and write accompanying captions in accordance with AP Stylebook and Joint Combat Camera Center.

REFERENCES: AP Stylebook

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2

PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-001-

UNIT TITLE: Introduction to Electronic Imaging (EI)

TPFN HOURS AND TYPE: 1(L)

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):

001	Trace the history of electronic imaging
002	Describe the uses of electronic imaging.
003	Explain EI terminologies.

SUMMARY OF INSTRUCTION: This instruction explains the historic applications of electronic imaging and the advantages and disadvantages of the technology. Students are introduced to EI terms and the new technology. A comparison is made between conventional photographic process and electronic images. Students must attain a score of 70 percent on a written exam at the end of DINFOS-IPC-002-003.

REFERENCES: *Electronic Imaging Student Guide*, DINFOS Digital Multimedia Course

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: Students will be briefed on electronic imaging lab procedures and safety guidelines.

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-002-

UNIT TITLE: Camera Operations

TPFN HOURS AND TYPE: 4(L), 4(PE)

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

001	Identify components of digital still SLR cameras.
002	Demonstrate camera operations.
003	Shoot assigned themes.
004	Evaluate a series of pictures for their use of elements of visual communications.

SUMMARY OF INSTRUCTION: Students receive instruction on the major parts of a digital single lens reflex (SLR) camera. Students are instructed on the components of the digital camera. Students will demonstrate camera operations by photographing an assigned theme.

REFERENCES: Electronic Imaging Student Guide, DINFOS Digital Multimedia Course

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: Students will be briefed on electronic imaging lab procedures and safety guidelines.

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-003-

UNIT TITLE: Ethics

TPFN HOURS AND TYPE: 3(L), 1(EW)

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-IPC-002-001- and 002-

- TASK(S):**
- | | |
|-----|---|
| 001 | Explain ethical considerations when using electronic imaging tools and processes. |
| 002 | Cite current DoD regulations regarding EI images. |
| 003 | Compare image enhancement to image manipulation. |
| 004 | Explain the copyright issues regarding EI images. |
| 005 | Measurement and feedback |

SUMMARY OF INSTRUCTION: This class examines ethics as they relate to electronic imaging. Further discussions center on the enhancement of images versus manipulation, and cite examples of electronic manipulation that have occurred in the past. Instruction explains DoD directive guidelines, which prohibits alteration of all official DoD imagery and discusses basic rules of manipulation. Students will receive a copy of a current DoD regulation regarding image manipulation. Students must attain a score of 70 percent on a written exam.

REFERENCES: *Alteration of Official DoD Imagery*, DoD Directive 5040.5, London and Upton, eighth edition

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-004-

UNIT TITLE: Photoshop

TPFN HOURS AND TYPE: 2.5(L), 2(PE)

TPFN TOTAL HOURS: 4.5

PREREQUISITE TPFN: None

TASK(S):

001	Demonstrate through performance exercise the proper procedures in setting up and operating an electronic image station.
002	Describe Photoshop functions.
003	Demonstrate specific color techniques in Adobe Photoshop.
004	Demonstrate specific black and white techniques in Photoshop.
005	Select and enhance an image for critique.
006	Demonstrate proper image enhancement techniques.

SUMMARY OF INSTRUCTION: Students receive instruction on Adobe Photoshop tools and menu commands. Instructors will demonstrate functions of each tool and menu options as it pertains to image enhancement and their relationship to conventional darkroom techniques. The students will select and enhance an image for critique.

REFERENCES:

CS 2 for Real World Photography
Photoshop world
Photoshopusers.org

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: Students will be briefed on electronic imaging lab procedures and safety guidelines.

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-005-

UNIT TITLE: Digital Workflow

TPFN HOURS AND TYPE: 2(L), 4.5(PE)

TPFN TOTAL HOURS: 6.5

PREREQUISITE TPFN: None

TASK(S):

001	Shoot, transfer, select photographs of assigned subjects.
002	Retrieve lost imagery.
003	Demonstrate picture editing.
004	Define the VIRIN catalog system.
005	Archive imagery.

SUMMARY OF INSTRUCTION: Instruction includes how to transfer images to an electronic imaging station and select the best photographs from assigned shoots. Students are instructed in the retrieval of lost imagery, the VIRIN catalog system, and archiving. Students are instructed on image captioning software.

REFERENCES: Digital workflow handbook

INSTRUCTOR/STUDENT RATIO: 1:16(L); 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-006-

UNIT TITLE: Exposure/Light Theory

TPFN HOURS AND TYPE: 8.5(L), 8(PE)

TPFN TOTAL HOURS: 16.5

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

001	Apply metering techniques.
002	Identify camera exposure methods.
003	Calculate equivalent exposure.
004	Apply camera exposure control methods.
005	Control color temperature settings under various lighting conditions.
006	Demonstrate front, back, and side lighting techniques.
007	Explain major factors that affect color exposure.
008	Explain filter effects on exposures.
009	Describe the concepts and elements of color photography.
010	Shoot assigned themes.

SUMMARY OF INSTRUCTION: Students receive instruction in identifying the major functions of the light meter; how the built-in light meter of the digital (SLR) is programmed to obtain the correct exposure. Students are instructed on how to take proper light meter readings for different lighting situations with or without filter effects to determine correct exposure. Students will learn the effects of polarizer and neutral density filters.

REFERENCES:

National geographic photography field guide
AP photojournalism guide
London and Upton
Applicable camera manual

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: Environment risk (working outdoors, heat or cold weather factors)

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-007-

UNIT TITLE: Lenses / D.O.F. / Filters

TPFN HOURS AND TYPE: 3(L), 4(PE), 1(EW)

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: All previous TPFNs

TASK (S):

- 001 Explain the six major lens classifications.
- 002 Identify characteristics and uses of lenses and filters.
- 003 Demonstrate uses of lens and filters.
- 004 Explain the advantages of varying focal lengths.
- 005 Demonstrate image compression techniques.
- 006 Measurement and feedback

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and uses of lenses and filters; the six major lens classifications and an example of the correct use of each and how filter factors must be considered when computing exposure. Students will be able to explain the advantages of compression techniques, varying focal lengths and how they apply to story telling imagery. Students must complete attain a score of 70 percent on a written exam.

REFERENCES:

London and Upton
Photojournalism, the Professionals Approach
IPC Grading Sheet

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW); 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-008-

UNIT TITLE: Composition/Visual Communications

TPFN HOURS AND TYPE: 6(L), 4(PE)

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: None

TASK(S):

001	Identify and describe key terms, concepts, and elements of visual communications.
002	List and explain nature/purpose of photographic compression.
003	List and describe major elements of compression.
004	Apply concepts/principles of composition.
005	Explain compositional elements needed for a successful portrait, e.g., background, light quality, and direction.
006	Shoot assigned themes.

SUMMARY OF INSTRUCTION: Students receive instruction in basic/advanced concepts and principles of composition and its application. They also receive instruction in identifying and describing key terms, concepts and elements of visual communications. Students will shoot photographs using basic and advanced concepts and principles of composition.

REFERENCES: London and Upton, Photography, The Professional's Approach

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-009-

UNIT TITLE: Introduction to Flash

TPFN HOURS AND TYPE: 3(L), 3.5(PE)

TPFN TOTAL HOURS: 6.5

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

- 001 Identify components and techniques of flash photography
- 002 Explain single flash using bounce and off-camera.
- 003 Demonstrate flash techniques during a shooting assignment.

SUMMARY OF INSTRUCTION: Students receive instruction on shutter settings for the digital SLR camera and how they synchronize with the electronic flash; how exposure is determined with a manual flash, off-camera, basic flash techniques of direct, bounce, diffused, fill and open flash.

REFERENCES: London and Upton; *Photography*, Davis; appropriate flash user manual

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: Students will receive safety briefing on electric shock and using flash in a volatile environment.

FUNCTIONAL AREA 2

PHOTOGRAPHIC APPLICATIONS

TPFN: DINFOS-IPC-002-010-

UNIT TITLE: Advanced Flash

TPFN HOURS AND TYPE: 3(L), 4(PE), 1(EW)

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: All previous TPFNs except DINFOS-IPC-002-003- thru 005-

TASK(S):

001	Define terms used for multiple lighting arrangements.
002	Explain reasons for multiple flashes.
003	Explain multiple flash combinations.
004	Explain light ratios and light direction.
005	Produce an image that uses a combination of multiple flashes and ambient light.
006	Measurement and feedback.

SUMMARY OF INSTRUCTION: Students receive further instruction on the use of single flash with emphasis on off-camera techniques. A more thorough discussion is offered on non-studio arrangements involving two flashes and terms used in these set ups, such as main, fill and background. Light ratios are explained as well as light direction. Examples and demonstrations of slave units, light meters, bounce cards; reflectors and remote sensors are provided to students for greater understanding of professional lighting techniques for photojournalists. For greater clarity, students are shown examples and given technical data for a combination of lighting arrangements such as window and flash, two flashes and flash and mini-slave unit. Students must complete attain a score of 70 percent on a written exam.

REFERENCES: London and Upton, appropriate digital (SLR) User's Manual, appropriate Electronic Flash user Manual

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW), 2:16(PE)

SAFETY FACTORS: Students will receive safety briefing on electric shock and using flash in a volatile environment.

FUNCTIONAL AREA 3
PHOTOJOURNALISM

TPFN: DINFOS-IPC-003-001-

UNIT TITLE: Introduction to Photojournalism

TPFN HOURS AND TYPE: 2(L), 2(PE)

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

001	Define photojournalism.
002	Explain the roles and requirement of combat photojournalism.
003	Determine the ethical concerns of photojournalism
004	Create a presentation on a photojournalist.

SUMMARY OF INSTRUCTION: Students are instructed on the concepts of military photojournalism. Students will create a brief presentation on a photojournalist who has made a significant contribution to photojournalism.

REFERENCES: DINFOS Journalism Handbook; DINFOS POPMAN, The Associated Press Photojournalism Stylebook, *Photography*, London and Upton, In-Design User Guide, Digital SLR camera User's Manual

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
PHOTOJOURNALISM

TPFN: DINFOS-IPC-003-002-

UNIT TITLE: Joint Combat Camera Center

TPFN HOURS AND TYPE: 3.5(L), 2(PE)

TPFN TOTAL HOURS: 5.5

PREREQUISITE TPFN: None

TASK(S):

001	Explain the need to research media outlets and submission requirements.
002	Explain the DoD requirements of imagery accession.
003	Explain the evolution of image transmission.
004	Describe hardware and software needed to transmit and receive images.
005	Download and upload images from/to Joint Camera Center via Internet.

SUMMARY OF INSTRUCTION: Students receive instruction on DOD policy regarding use of government equipment and facilities, release authority, market research and general submission guidelines for publications. Students also receive instruction on downloading and uploading images from/to Joint Camera Center via Internet.

REFERENCES: Joint Combat Camera Center tutorial, Photojournalism handbook

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
PHOTOJOURNALISM

TPFN: DINFOS-IPC-003-003-

UNIT TITLE: Concepts and Theory

TPFN HOURS AND TYPE: 3(L), 1(EW), 2(PE)

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: All previous TPFNs

- TASK(S):**
- | | |
|-----|--|
| 001 | Explain specialized requirements of a news photograph. |
| 002 | Explain characteristics and concepts basic to a personality feature |
| 003 | List the steps in the research, planning and shooting of a personality feature. |
| 004 | Evaluate images to identify a personality feature. |
| 005 | Explain specialized equipment and techniques used in sports photography. |
| 006 | List camera accessories used in sports photography. |
| 007 | Explain how the techniques and skills acquired in sports photography apply to the operational environment. |
| 008 | State the major problems encountered in sports photography and provide common solutions. |
| 009 | Define non-verbal clues that reveal subject's personality, e.g., face, hands, body language. |
| 010 | Define a photographic moment. |
| 011 | Identify a photographic moment. |
| 012 | Define environmental portrait as it compares to a feature picture. |
| 013 | Shoot assigned themes. |
| 014 | Measurement and feedback. |

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and concepts basic to feature picture photography. The students are introduced to the characteristics of feature pictures and the two basic types of feature pictures. They will receive instruction on how to research, plan and shoot a feature picture. Students are required to apply this information in combination with information, techniques and skills learned. Students will shoot and enhance environmental and feature photographs. Students must attain a minimum score of 70 percent on a written exam.

REFERENCES: *Photojournalism: The Professional's Approach*, The Associated Press
Photojournalism Stylebook; The Associated Press Stylebook

INSTRUCTOR/STUDENT RATIO: 1:16(L, EW)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PRODUCTION

TPFN: DINFOS-IPC-004-001-

UNIT TITLE: Introduction to Layout and Design

TPFN HOURS AND TYPE: 3(L), 3(PE)

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(S):

001	Explain layout and design concepts.
002	Demonstrate use of desktop publishing applications.
003	Demonstrate application of basic layout and design techniques.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic concepts and techniques of layout and design; the guidelines to be used in preparing layouts; how to identify, list and evaluate layout and design elements in a series of exercises provided to the students; select photos, design double-truck and tabloid layouts. The layout must demonstrate the proper application of basic layout and design elements and techniques.

REFERENCES: *The Newspaper Designer's Handbook*, Harrower; Current desktop publishing software manual

INSTRUCTOR/STUDENT RATIO: 1:16(L), 2:16(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PRODUCTION

TPFN: DINFOS-IPC-004-002-

UNIT TITLE: Stand-Alone Design

TPFN HOURS AND TYPE: 85(EP)

TPFN TOTAL HOURS: 85

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

001	Shoot, select, and produce a personality feature photograph.
002	Write a personality feature with photographs.
003	Shoot, select, and produce a news image.
004	Shoot, select, and produce a sports image.
005	Measurement and feedback.

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and concepts of feature picture photography. This instruction explains the concepts and techniques of spot news photography; cites examples of events, which often require on-the-spot news coverage; and lists procedures the photojournalist can use to be prepared for news coverage. Students receive instruction on specialized equipment and techniques used in sports photography. The students will receive instruction on camera accessories commonly used in sports photography; the advantages of variable lenses, evaluate problems associated with sports photography and learn common solutions. Students will be graded in accordance with IPC grading checklists for photo shoots, captions, stories and layouts.

REFERENCES: *Photojournalism: The Professional's Approach, Newspaper designer's handbook, AP stylebook, London and Upton*

INSTRUCTOR/STUDENT RATIO: 4:16(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PRODUCTION

TPFN: DINFOS-IPC-004-003-

UNIT TITLE: Multiple Image Design

TPFN HOURS AND TYPE: 86(EP)

TPFN TOTAL HOURS: 86

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

001	Research, arrange and script a picture story.
002	Research, arrange and script a picture group or essay.
003	Write an accompanying story for a layout.
004	Produce a layout.
005	Produce and lay out a newspaper front page to include a new lead photograph with a story.
006	Measurement and feedback.

SUMMARY OF INSTRUCTION: This instruction explains the concepts and techniques of planning and preparing picture stories; states the characteristics and identifies examples of picture stories and describes their format and content. Students will apply the techniques and skills learned in previous modules of instruction to plan, shoot and produce one picture story and one picture group or essay. Layout will be done as specified by the instructor. Students demonstrate picture editing, selection of photos, and design concept by choosing the appropriate amount of photos to convey their subject's story. Students will be graded in accordance with IPC grading checklists for photo shoots, captions, stories and layouts.

REFERENCES: *Photojournalism: The Professional's Approach, Newspaper designer's handbook, AP stylebook, London and Upton*

INSTRUCTOR/STUDENT RATIO: 4:16(EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 5
COURSE ADMINISTRATION

TPFN: DINFOS-IPC-005-001-

UNIT TITLE: Course Administration

TPFN HOURS AND TYPE: 4(AD)

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S): 001 In-processing.
 002 Course Critique
 003 Out-processing
 004 Graduation

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES: DINFOS Policy and Procedures Manual

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: N/A